



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED |
| Job Classification | Senior Superintendent |
| Posting Number | PN# 110440 |
| Department | Houston Airport System |
| Division | Bush Intercontinental Airport |
| Section | Ground Transportation |
| Reporting Location | 2800 N. Terminal Road* |
| Workdays & Hours | Shift work, including rotation, weekends, and holidays* |
| *Subject to change | |

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the direction of the Assistant Director, manages, directs and implements the daily operational strategies and objectives of the section to ensure the achievement of organizational goals. Supervises through subordinate personnel, all activities in the section to assure quality, safety and efficiency of airport and staff functions related to commercial ground transportation services. Prepares annual budget requests for section and monitors expenditures to ensure compliance with approved budget limitations. Establishes effective relationships with airlines, vendors and various governmental agencies at the Federal, State and City level. Maintains and monitors data on the activities of the section and adheres to rules and regulations. Counsels employees regarding performance and handles related disciplinary actions.

WORKING CONDITIONS

Performing these duties will involve the ability to: visually observe and differentiate details; operating city vehicles; walking long distances, standing for extended periods; lifting up to forty (40) lbs., climbing stairs; analyze abstract information; solving arithmetic/numerical problems, speaking and writing effectively; applying specialized information; working in hot, cold, and noisy environments; dealing with people in tense situations; and working as a member of the team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Business Administration, Finance, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible professional and/or skilled experience closely related to the activities of the section is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Three (3) years of supervisory experience preferred. Experience in airport operations and/or maintenance; knowledge of Federal Aviation Regulations, personnel actions such as hiring, terminations, training, and related functions; ability to establish and maintain an effective relationship with appropriate government officials, aviation personnel, airport tenants, vendors and the public; strong customer service and strong computer skills.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

| Salary Range - Pay Grade 27 | |
|------------------------------------|------------------------------------|
| \$ 2,060.00 - \$ 2,442.00 Biweekly | \$53,560.00 - \$63,492.00 Annually |

OPENING DATE May 10, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration, submit online at:

<http://www.fly2houston.com>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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